

Joint Capital Planning Committee  
March 16, 2017

First Floor Meeting Room

**Members present:** Douglas Slaughter, Chair, Connie Kruger, Phoebe Hazzard, Alex Lefebvre, Tamson Ely, Katherine Appy, Bernie Kubiak, Stephen Braun. **Staff present:** Claire McGinnis, Co-finance Director.

**Meeting called to order at 8:38 a.m.**

**Capital Plan Finalization**

The Committee reviewed the capital plan suggestions made last week by Claire and the Town Manager to bring the plan into balance.

Discussion of \$700,000 for feasibility study for Fort River. Warrant language doesn't include specific number. Claire explains that in previous years this is how the process works, with the specific number being put in the actual motion, which gives staff more flexibility.

Fire department, after consultation with Paul, agreed to defer the new ambulance to keep funding source flexible in case of staffing recommendation.

Previously-presented tweaks to the capital budget were discussed (e.g., shifting money to sidewalks and roads, combining the mezzanine project with interior and exterior changes). No changes were recommended.

Continuing concern was expressed that items have been included (e.g., playground mulch, minor furniture) that are not actual "capital" items. General sense was that department heads should be advised not to include such items in next year's capital plan, although there is an inherent subjectivity about the definition of "capital."

Some specific "medium priority" line items (e.g., DPW radios, all-terrain vehicle, school lighting) were discussed. No changes were recommended, however there was a consensus that we should clearly articulate in the JCPC report memo that the Committee would like to see capital requests for FY19 be more tightly confined to large-cost items that have a reasonably long lifetime (i.e., 5+ years).

Motion: that the revised (and balanced) FY18 capital budget as presented to the JCPC on March 9 be approved. Motion approved 8-0.

**Planning for writing of capital report**

Items to discuss in the memo:

- 1) Acknowledge shift of some money towards roads and sidewalks
- 2) Consider moving from a 5-year plan to a 10-year plan
- 3) Acknowledge that \$700,000 is included as borrowing and that the Committee feels this is an appropriate mechanism by which to fund this (although the language of the warrant could be modified to allow the flexibility of funding the feasibility study from Free Cash or borrowing).

Doug requests input from Committee members ASAP so he can draft the report by the mailing deadline.

### **Minutes**

Minutes of 3/9/17 approved 6-0, 2 abstentions (with scrivener's corrections as discussed).

Motion: to approve the following minutes:

Minutes of 6/1/16  
Minutes of 11/3/16  
Minutes of 11/10/16

Approved 5-0, 3 abstentions

**Next meeting:** Claire will discuss with Town Manager about joining a meeting next week, date/time TBD, to discuss some of the large-scale issues that have been raised in the course of this year's deliberations.

**Meeting adjourned:** 10:29 a.m.

Respectfully submitted,

Stephen Braun

### **Documents discussed:**

JCPC preliminary 5-year Capital Plan (FY17 – FY21)

FY17 Final JCPC Capital Plan, available at: <http://www.amherstma.gov/195/Joint-Capital-Planning-Committee>